
















Excel for Assessors and Appraisers



**Presented and Created by
David Cornell, Certified Microsoft Trainer, Certified
Excel Expert, MAI, and CAE**

This course highlights how Excel can assist assessors and appraisers with their everyday tasks. Additionally, this course highlights Excel's powerful analytical tools which are available to help solve many of the challenges facing assessors and appraisers.

Excel for Assessors and Appraisers covers the following topics:

-  **Using Excel to extract market-based depreciation estimates**
-  **Creating tables**
-  **Creating and using PivotTables and PivotChart reports**
-  **Creating dropdown lists**
-  **Customizing the quick access toolbar**
-  **Using the "VLOOKUP" function to create appraisal comp data**
-  **Using the "sumif" and "countif" formulas Using the "if" formula to identify properties to review**
-  **How to create and edit formulas**
-  **Inserting charts and pictures**
-  **Copying and pasting with cell references Formatting text, numbers, time, and dates Applying themes**
-  **Customizing the quick access toolbar**
-  **Changing Excel's default settings**
-  **Other time-saving tips and techniques**

JOIN US FOR THIS EXCITING CLASS!

About the Presenter :

David M. Cornell, CAE, MAI, is a Microsoft Certified Trainer and a Certified Excel Expert. He currently serves as the President of Cornell Consultants, LLC and is the New Hampshire/Vermont Chapter past President for the Appraisal Institute. He previously served as the Assistant Director for the New Hampshire Department of Revenue Municipal and Property Division, and also served as the Chairman of the Board of Assessors for the City Manchester, NH. He received his BS degree in business administration from Liberty University and received a MBA from Plymouth State University. He enjoys teaching and has created several Microsoft Office classes, and is a senior national instructor for the International Association of Assessing Officers.

**ATTENDEES MUST HAVE A COMPUTER THAT HAS EXCEL VERSION 10 OR NEWER ON IT TO USE FOR THE COURSE!
CLASS IS APPROVED FOR 7 HOURS ADVANCED CEU'S**

Excel for Assessors & Appraisers Workshop
Sponsored by the Maine Association of Assessing Officers

Monday, November 8, 2021 - Remote Access only via Zoom. Limited to 25 participants

ALL ATTENDEES MUST HAVE A COMPUTER THAT HAS EXCEL VERSION 10 OR NEWER FOR THIS COURSE

Registration Type *(please check ONE):*

Time: 8:30a.m. - 4:00p.m.

- MAAO Member \$210.00
 Non Member \$250.00

Billing Information:

Full Name: _____

Employer: _____

Billing Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Attendee Information:

First Name: _____

Last Name: _____

Email: _____

Employer: _____

Payment Options: Send invoice* Check will be mailed** Payment Enclosed** PO #: _____

*(*You will be invoiced after the workshop – **Please send a copy of this registration form with payment)*

Fax registration form to: (207) 626-5947

Mail form to: MAAO, 60 Community Drive, Augusta, ME 04330.

Please make check payable to: MAAO

Questions & Cancellations: Cancellation notification must be given in writing at least 3 business days before the session. Any cancellation received within that 3-day window will be charged the full registration fee. All cancellations are subject to a \$10 administrative fee for processing. Please go to <http://www.memun.org/TrainingResources/WorkshopsTraining/Cancellations.aspx> to cancel. If you have any questions please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.